

Office of Planning

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Description	FY 2003 Actual	FY 2004 Approved	FY 2005 Proposed	% Change from FY 2004
Operating Budget	\$7,827,018	\$6,645,891	\$6,520,240	-1.9
FTEs	59.6	67.0	58.0	-13.4

The mission of the Office of Planning (OP) is to provide planning and information services that strategically guide the preservation, revitalization, and development of the Nation's Capital to the citizens and government of the District of Columbia, so they can participate in a fair and balanced process involving the broadest range of stakeholders.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- Promote neighborhood revitalization and preservation for increased physical, economic, and social equity.
 - By FY 2006, include 2,500 units of housing in zoning recommendations and neighborhood plans.
 - Implement OP's share of the FY 2006 Strategic Neighborhood Action Plan (SNAP) items.
- Promote the revitalization of downtown and waterfronts areas for all District residents.
 - By 2010, advocate for 9,100 units of downtown housing by including downtown housing in plans.
- Promote an efficient, balanced, and inclusive land use regulatory process by continuing to use mediation services to help resolve land use disputes and reviewing 60 major zoning cases in FY 2005 and FY 2006.
- Preserve and promote historic assets by annu-

ally increasing the number of designated historic properties by six or more, and expanding outreach efforts to ensure effective protection of historic properties.

- Expand outreach, education, and communications to citizens by posting at least half of the OP's plans on its web site within 30 days of their issuance.
- Strengthen the agency's intergovernmental role to ensure effective planning by submitting Comprehensive Plan amendments in FY 2005.
- Enhance the agency's effectiveness as the principal source of spatial information for planning the future of the District by ensuring that 60 percent of customers in FY 2006 (70 percent in FY 2005) report that they have the key information they need to fulfill their roles in planning the city.

Funding by Source

Tables BD0-1 and 2 show the sources of funding and FTEs by fund type for the Office of Planning.

Table BD0-1

FY 2005 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

Appropriated Fund	Actual FY 2002	Actual FY 2003	Approved FY 2004	Proposed FY 2005	Change from FY 2004	Percent Change
Local Fund	0	6,116	6,196	6,070	-126	-2.0
Total for General Fund	0	6,116	6,196	6,070	-126	-2.0
Federal Grant	0	500	450	450	0	0.0
Total for Federal Resources	0	500	450	450	0	0.0
Private Grant Fund	0	348	0	0	0	0.0
Total for Private Funds	0	348	0	0	0	0.0
Intra-District Fund	0	863	0	0	0	0.0
Total for Intra-District Funds	0	863	0	0	0	0.0
Gross Funds	0	7,827	6,646	6,520	-126	-1.9

Table BD0-2

FY 2005 Full-Time Equivalent Employment Levels

Appropriated Fund	Actual FY 2002	Actual FY 2003	Approved FY 2004	Proposed FY 2005	Change from FY 2004	Percent Change
General Fund						
Local Fund	0	60	64	55	-9	-14.1
Total for General Fund	0	60	64	55	-9	-14.1
Federal Resources						
Federal Grant	0	0	3	3	0	0.0
Total for Federal Resources	0	0	3	3	0	0.0
Total Proposed FTEs	0	60	67	58	-9	-13.4

Expenditures by Comptroller Source Group

Table BD0-3 shows the FY 2005 proposed budget for the agency at the Comptroller Source Group level (Object Class level).

Table BD0-3

FY 2005 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

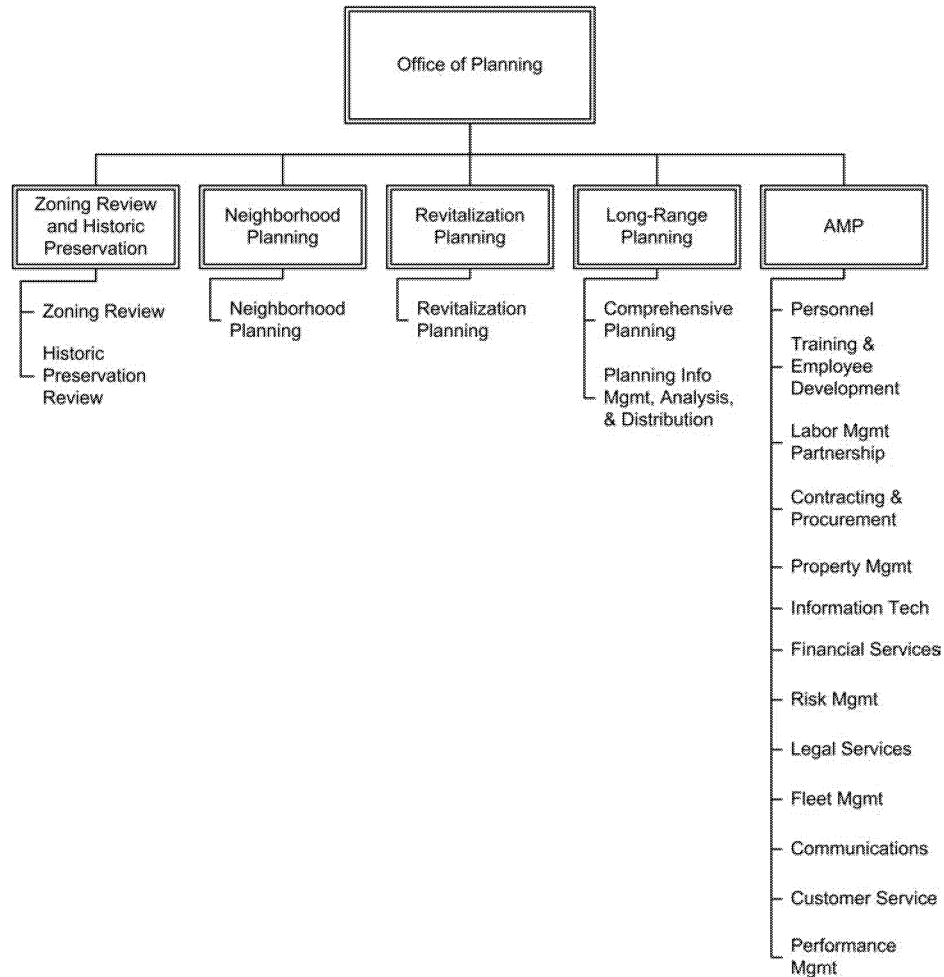
Comptroller Source Group	Actual FY 2002	Actual FY 2003	Approved FY 2004	Proposed FY 2005	Change from FY 2004	Percent Change
11 Regular Pay - Cont Full Time	0	3,738	4,051	4,140	90	2.2
12 Regular Pay - Other	0	33	0	0	0	0.0
13 Additional Gross Pay	0	29	0	0	0	0.0
14 Fringe Benefits - Curr Personnel	0	597	597	704	107	18.0
Subtotal Personal Services (PS)	0	4,397	4,647	4,844	197	4.2
20 Supplies and Materials	0	38	51	51	0	0.0
30 Energy, Comm. and Bldg Rentals	0	34	0	0	0	0.0
31 Telephone, Telegraph, Telegram, Etc	0	20	73	61	-11	-15.4
32 Rentals - Land and Structures	0	937	1,015	797	-218	-21.5
40 Other Services and Charges	0	1,339	247	250	3	1.4
41 Contractual Services - Other	0	949	493	447	-47	-9.5
70 Equipment & Equipment Rental	0	113	120	70	-50	-41.7
Subtotal Nonpersonal Services (NPS)	0	3,430	1,999	1,676	-323	-16.1
Total Proposed Operating Budget	0	7,827	6,646	6,520	-126	-1.9

Expenditure by Program

This funding is budgeted by program and OP has the following program structure:

Figure BD0-1

Office of Planning



Gross Funds

The proposed budget is \$6,520,240 representing a change of 1.9 percent from the FY 2004 approved budget of \$6,645,891. There are 58.0 FTEs for the agency, a change of 13.4 percent, or 9.0 FTEs from the FY 2004 approved budget.

General Funds

Local Funds. The proposed budget is \$6,070,240 representing a change of 2.0 percent from the FY 2004 budget of \$6,195,891. There are 55.0 FTEs for this fund, a decrease of 9.0

FTEs, or 0.1 percent from the FY 2004 approved budget.

Federal Grants

The proposed budget is \$450,000, representing no change from the FY 2004 budget. There are 3.0 FTEs for this fund, no change from the FY 2004 approved budget.

Programs

The Office of Planning is committed to the following programs:

Zoning Review and Historic Preservation

	FY 2004	FY 2005
Budget	\$2,180,920	\$2,234,807
FTEs	26.3	25.3

Program Description

The **Zoning Review and Historic Preservation** program primarily supports the Citywide Strategic Priority area of *Making Government Work*. The purpose of this program is to provide expert recommendation, assistance, and facilitation services, and historic preservation expertise, regulatory enforcement, and financial assistance services to other government agencies, boards, commissions, and citizens so they can make informed and educated decisions on zoning proposals, development projects, permit applications, so they can appreciate, preserve, and enhance historic properties. This program has two activities:

- **Zoning Review** - provides reviews and recommendations on projects and zoning actions within the city to ensure quality development, foster important economic development, protect the District's neighborhoods, and preserve the city's natural resources.
- **Historic Preservation** - provides a host of preservation services, including recommending properties for historic designation, reviewing construction work affecting historic landmarks and districts, commissioning surveys and other work, and conducting neighborhood outreach.

Program Budget Summary

The program has a gross funds increase of \$53,887 or 2.4 percent over the FY 2004 approved budget of \$2,180,920, in which all funds are Local. This change is due primarily to the approved pay increases. The Federal Grant funds budget of \$450,000 is unchanged from FY 2004. The gross budget supports 25.0 FTEs, a decrease of 1.0 from FY 2004.

Key Result Measures

Program 1: Zoning Review and Historic Preservation

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Ellen McCarthy

Supervisor(s): Andrew Altman, Director

Measure 1.1: Percent of OP reports that meet the expectations of boards/commissions

	2004	Fiscal Year 2005	2006
Target	80	85	85
Actual	-	-	-

Measure 1.2: Percent of hazards corrected by the abatement date

	2004	Fiscal Year 2005	2006
Target	-	-	-
Actual	-	-	--

Neighborhood Planning

	FY 2004	FY 2005
Budget	\$489,621	\$358,784
FTEs	10.3	4.3

Program Description

The **Neighborhood Planning** program primarily supports the Citywide Strategic Priority area of *Making Government Work*. The purpose of this program is to provide strategic neighborhood action plan and neighborhood plan development, information, and coordination services to D.C. citizens, neighborhood stakeholders, and other D.C. agencies so they can participate in the development of citizen-initiated neighborhood priorities. This program has one activity:

- **Neighborhood Planning** - provides neighborhood planning services that combine citizen engagement and professional planning and technical services designed to strengthen the District's neighborhoods.

Program Budget Summary

This program has a Local funds budget decrease of \$130,837, or 26.7 percent under the FY 2004 approved budget of \$489,621. The gross budget supports 4.3 FTEs, a decrease of 6.0 FTEs from the FY 2004 approved budget. The 6.0 FTEs moved to the capital budget.

Key Result Measures

Program 2: Neighborhood Planning

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): *Toni Griffin*

Supervisor(s): *Andrew Altman, Director*

Measure 2.1: Percent of identified cluster stakeholders who participated in neighborhood planning processes

	Fiscal Year		
	2004	2005	2006
Target	50	50	50
Actual	-	-	-

Revitalization Planning

	FY 2004	FY 2005
Budget	\$1,111,543	\$1,109,573
FTEs	11.3	11.3

Program Description

The **Revitalization Planning** program primarily supports the Citywide Strategic Priority area of Promoting Economic Development. The purpose of this program is to provide downtown, waterfront, transit-oriented development (TOD), and neighborhood commercial revitalization planning services to District citizens, neighborhood stakeholders, and federal and District agencies so they can have strategic framework plans that promote short and long term revitalization and economic development goals for neighborhoods and the city overall. This program has one activity:

- **Revitalization Planning** - provides professional planning services, including project management, urban design, real estate development, project finance, and community engagement.

Program Budget Summary

The program has a gross funds decrease of \$1,970 or 0.2 percent under the FY 2004 approved budget of \$1,111,543. The gross budget supports 11.3 FTEs, no change in the FY 2004 approved level.

Key Result Measures

Program 3: Revitalization Planning

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): *Toni Griffin*

Supervisor(s): *Andrew Altman, Director*

Measure 3.1: Percent of strategic framework plan implementation items completed by the end of the fiscal year (take a snapshot on 9/30 each year)

	Fiscal Year		
	2004	2005	2006
Target	50	50	25
Actual	-	-	-

Note: FY 2004 target increased from 25 to 50 at the request of the agency (2/04).

Long-Range Planning

	FY 2004	FY 2005
Budget	\$639,755	\$682,512
FTEs	10.0	8.0

Program Description

The purpose of the **Long-Range Planning** program is to provide data analysis, information, and long-range planning services to OP staff, neighborhood stakeholders, citizens, businesses, other District and federal agencies, and other decision-makers of the District so they can have the information they need to plan, develop, and preserve the city. This program has two activities:

- **Comprehensive Planning** - revises the District Elements of the Comprehensive Plan and monitoring its progress and implementation, including evaluating government capital improvement proposals using the Comprehensive Plan.
- **Planning Information Management, Analysis, & Distribution** - provides Geographic Information Systems resources and services in-house and for other District agencies and the public, and serves as the State Data Center for the District, where U.S. Census and related data is analyzed and distributed.

Program Budget Summary

This program has a gross funds increase of \$42,757 or 6.7 percent over the FY 2004 approved budget of \$639,755. This change is due primarily to the pay raise increase. The gross budget supports 8.0 FTEs, a decrease of 2.0 from the FY 2004 approved level.

Key Result Measures

Program 4: Long-Range Planning

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): *TBD*

Supervisor(s): *Andrew Altman, Director*

Measure 4.1: Percent of customers who report they have the key information they need to fulfill their role in planning the city

	2004	Fiscal Year 2005	2006
Target	60	70	70
Actual	-	-	-

Measure 4.2: Percent of non-life safety, non-OCTO CIP project requests reviewed by the Office of Planning as part of the Budget Review Team activities

	2004	Fiscal Year 2005	2006
Target	75	75	75
Actual	-	-	-

Agency Management

	FY 2004	FY 2005
Budget	\$2,224,052	\$2,134,563
FTEs	9.1	9.1

Program Description

The Agency Management program provides operational support to the agency so that they have the necessary tools to achieve operational and programmatic results. This program is standard for all Performance-Based Budgeting agencies. More information about the Agency Management program can be found in the Strategic Budgeting chapter.

Program Budget Summary

This program has a gross budget decrease of \$89,489, or 4.0 percent below the FY 2004 approved budget of \$2,224,052. The net change is due primarily to increases in personal services

for the pay raises and the movement of fixed costs for rent from this agency into the Office of the Deputy Mayor for Planning and Economic Development (DMPED). The gross budget supports 9.1 FTEs, no change from the FY 2004 approved level

Key Result Measures

Program 5: Agency Management

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): *David King*

Supervisor(s): *Andrew Altman, Director*

Measure 5.1: Dollars saved by agency-based labor management partnership project(s)

	2004	Fiscal Year 2005	2006
Target	-	-	-
Actual	-	-	-

Note: Although agencies established their initial labor-management partnership projects in FY 2003, very few had cost savings as objectives. Agencies will continue ongoing projects and/or establish new projects by the third quarter of FY 2004.

Measure 5.2: Percent variance of estimate to actual expenditure (over/under)

	2004	Fiscal Year 2005	2006
Target	5	5	5
Actual	-	-	-

For more detailed information regarding the proposed funding for the activities within this agency's programs, please see schedule 30-PBB in the FY 2005 Operating Appendices volume.

